



STATE OF DELAWARE  
**OFFICE OF HIGHWAY SAFETY**  
P.O. BOX 1321  
DOVER, DELAWARE 19903-1321  
[www.ohs.delaware.gov](http://www.ohs.delaware.gov)

## Standard Operating Procedures: Observational Seat Belt Surveys on Company Property.

- I. Introduction: Determine if your company or corporation has a seat belt policy for either company vehicles, fleet vehicles, personal vehicles used when driving for business or personal vehicles on company property. The Office of Highway Safety encourages each company to have a written seat belt policy. Having a seat belt policy lets your employees know that you care about their welfare both on and off the clock.

Consult your Human Resource Department and or your Legal Department before performing an observational seat belt survey.

- II. Select locations for the observational seat belt survey. A good choice is the entrance or exit to employee parking areas.
- III. Determine the duration of the survey and/or the number of vehicles that you will observe.
- IV. Determine the number of people needed to coordinate this activity. This will depend on the number of entrances/exits to your organization's parking facilities and the duration for the checkpoint.
- V. Only the driver can be observed or the driver and any outboard front seat passenger for seat belt use. A shoulder belt placed under the arm or behind the back of the person should be recorded as a non-use. Determine the procedure in advance and train the individuals involved in performing the surveys so the procedure is carried out consistently.
- VI. Make sure the survey is conducted in a safe manner. Be highly visible, if needed use traffic cones and reflective/orange vests.
- VII. Record the data on the observational seat belt survey form.
- VIII. Review results to assess need for further action and/ or future education and awareness activities.